

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	<b>ACCOUNT CLERK</b>
Jurisdictional Class:	<b>Competitive</b>
Date Adopted:	<b>Unknown</b>
Date Revised:	<b>02/13 (Note)</b>
Jurisdictions:	<b>County, Schools, Villages, Towns</b>
Union Status	<b>CSEA (county)</b>
Pay Grade:	<b>5 (county)</b>

**DISTINGUISHING FEATURES OF THE CLASS:** The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision of standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;

Assists in maintaining labor, material and operational cost records;

Assists in verifying and reconciling account balances according to a prescribed procedure;

Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Issues receipts for monies received;

Sorts, indexes and files requisitions, vouchers, ledger cards and other materials;

Compiles payroll data, prepares and checks payrolls;

Operates computing, calculating, check writing and other office machines

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly, ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; good physical condition.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school including or supplemented by courses in bookkeeping; **OR**
- (B) One (1) year of experience in a clerical position involved with the maintenance of fiscal accounts and records; **OR**
- (C) An equivalent combination of training and experience as indicated in (a) and (b).

**NOTE:** Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a  
Last Updated: 02/13 (Note)  
Reviewed By: n/a  
Last Reallocated: n/a